



**Bureau for Private Postsecondary and Vocational Education**

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APPLICATION FOR APPROVAL  
TO OPERATE  
A DEGREE GRANTING INSTITUTION  
IN CALIFORNIA  
In Accordance with Education Code Section 94900

## INTRODUCTION

These instructions provide directions to prepare a completed Application for Approval to Operate a Degree Granting Institution in California. Included in the application is a copy of The New Private Postsecondary and Vocational Education Reform Act of 1998 (the Act) and a Model Enrollment Agreement for §94800.

## GENERAL INSTRUCTIONS

1. Read and become familiar with the New Private Postsecondary and Vocational Education Reform Act of 1998 (the Act). The Act is also referred to as the California Education Code (CEC). The Education Sections (§) that you should be familiar with are: §94710; §94900 through §94905; §94850 through §94998 (Article 7 for institutions offering vocational diploma programs or have degree programs of less than eighteen months); and, §94831 through §94990.

In addition, you should read and become familiar with the Regulations. If you need a copy of the California Code of Regulations (CCR), Chapter 2, Degree Granting Private Postsecondary Educational Institutions and Chapter 5, Provisions Applicable to All Approved Postsecondary Institutions, or any of the forms referenced in the application, telephone the Bureau at (916) 445-3427.

2. NEW APPLICATION: If an institution is not approved to operate in California when it applies for approval to operate, the institution must file an operational plan with its application. The guidelines for the operational plan are described in Section 15 of this application. The process for new applications is described in §94901(d)(D) and §71330.
3. REAPPROVAL APPLICATION: The process for a re-approval application is described in §94901(d) and §71420.
4. CHANGE OF OWNERSHIP OR CONTROL: The process for a change of ownership or control is described §94802 and §74020 through §74050.
5. APPLICATION FEE: The application filing fee is **nonrefundable**. The application filing fee is a variable schedule based upon the institution's actual or projected annual earnings. There is a base fee of between \$3825 and \$4275 for up to 5 degree programs. The fee for each additional degree program is between \$85 and \$95. There is a fee of between \$800 and \$950 for one course of instruction subject to Article 7 and a fee of between \$85 and \$95 for each additional course of instruction subject to Article 7.

To calculate the application filing fee, complete the Application Filing Fee Worksheet below. The worksheet must be attached to your check or money order.

6. MAILING THE APPLICATION: When the application is complete, assemble the materials in a clasped folder or binder. Mail one copy of the application, the application filing fee worksheet and the application filing fee payable to the Bureau for Private Postsecondary and Vocational Education (BPPVE). **NOTE:** If you paid \$25 (twenty-five dollars) for the application, deduct \$25 from the application filing fee. Be sure to keep a copy of the application and application filing fee worksheet for your records.

# APPLICATION FILING FEE WORKSHEET

☐ New Application

☐ Re-approval Application

☐ Change of Ownership

School Name

School Code

ANNUAL REVENUE/PROJECTED ANNUAL  
REVENUE:

\$1.0 million  
or more

\$100,000 to  
\$999,999

Under  
\$100,000

New and Change of Ownership Application Fees

Application with up to 5 degree programs

\$4,275

\$4,050

\$3,825

Each additional degree program

\$ 95

\$ 90

\$ 85

One course of instruction subject to Article 7

\$ 950

\$ 850

\$ 800

Each additional course of instruction subject to Article 7

\$ 95

\$ 90

\$ 85

A. List the DEGREE PROGRAMS you plan to offer. **Application with up to 5 degree programs**

**A. \$** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

List additional degree programs below. **Add appropriate fee** for degree programs in excess of 5.

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

☐ Additional degree programs for this institution are listed on the back of this worksheet.

**B. Total number of degree programs in excess of 5 \_\_\_\_\_ X (fee)**

**B. \$** \_\_\_\_\_

List each course of instruction (certificate or diploma) subject to Article 7.

9. \_\_\_\_\_

10. \_\_\_\_\_

☐ Additional courses of instruction are listed on the back of this worksheet.

List each course of instruction (certificate or diploma) not subject to Article 7. **NO FEE.**

11. \_\_\_\_\_

12. \_\_\_\_\_

☐ Additional courses of instruction are listed on the back of this worksheet.

**C. If any 1 course of instruction is subject to Article 7, add appropriate fee.**

**C. \$** \_\_\_\_\_

**D. Total courses of instruction in excess of the 1 subject to Article 7 \_\_\_\_\_ X (fee) =**

**D. \$** \_\_\_\_\_

**E. The application fee for this institution is the TOTAL of lines A, B, C and D**

**E. \$** \_\_\_\_\_

ATTACH CHECK OR MONEY ORDER TO THIS WORKSHEET

## PART I. CERTIFICATION INSTRUCTIONS

For completion of this Section reference: CEC §94710; CCR §71110, 71120, 71130, 71160, 71380, 71650 & 71655.

### 1.1. INSTITUTION

§71110

- a. The institution name must be the legally registered name of the school. Type the name precisely as it appears on supporting documents, such as the articles of incorporation, fictitious name filing, or non-profit status filings. Use this name consistently in your application material and school catalog.
- b. To operate in California, a private postsecondary educational institution must maintain a California street address. There must be a primary administrative location, which is the institution's principal place of business where records are kept.
- c. A post office box number can be designated as a mailing address, but not as a primary administrative location.
- d. Be certain to include the area code for each telephone or FAX number.
- e. The street address of each location at which the educational services or education program will be offered, including the identification of the institution's main campus, branches and satellites. Refer to §94719 and §94742 for definitions of "branch" and "satellite." Attach additional sheets if necessary.

### 1.2. OWNERSHIP AND CORPORATION STATUS

§71120

Specify the type of ownership.

- a. An individual owner is the same as a sole proprietorship. One person owns all assets and liabilities of the institution.
- b. A partnership exists when two or more individuals share ownership by virtue of a written partnership agreement.
- c. A corporation exists when formal articles of incorporation are created, signed, and legally registered with the California Secretary of State. If you checked "corporation," specify the state where incorporated.

Specify the tax status, "Non-Profit" or "Profit." If "Non-Profit," specify if "Public Benefit" or "Religious."

1.3. OWNER(S) §71130  
Name the owner. Identify the name, address, telephone number, and driver's license number of each owner of the institution. Attach an additional sheet if necessary.

1.4. INSTITUTION'S CONTACT PERSON §71160  
Designate an individual who the Bureau will contact to discuss the application and schedule the site review. This person must have the authority to conduct transactions on behalf of the institution.

1.5. AGENT FOR SERVICE OF PROCESS WITHIN CALIFORNIA §74190  
Identify a person who has consented to act on behalf of the ownership as the designated agent for service of process and upon whom legal papers may be served. The designated agent for service of process must provide a California address, not a post office box, which is not the institution's primary administrative location.

1.6. INSTITUTIONS OPERATED BY THIS OWNER §71130  
Subsection 1.6A, 1.6B & 1.6C. Each owner of the institution must disclose the names and addresses of all private postsecondary institutions currently and previously owned and operated in California or other states and countries. This applies to the individuals whose names appear in subsection 1.3 and whose signatures appear in subsection 1.9. Refer to §94846 and §94836 and §71130.

1.7 and 1.8. The owners are to certify to these statements under penalty of perjury. Attach an explanation for each "yes" response.

1.9. The application is a legal document. Submit only original signatures. The application must be signed by each owner, partner or member of the board. If the institution is incorporated, each owner of ten percent (10%) or more of the stock must sign. If the institution is incorporated and the stock is publicly traded through a stock exchange, the president or chief executive officer of the corporation must sign. If the applicant is a nonprofit corporation, each member of the governing body must sign.

## PART II. PROGRAM DESCRIPTION

Respond to each application section by providing a concise answer that is complete in and of itself. Do not respond, "see catalog" or "refer to Section A." If a question does not apply to the institution write "not applicable" and the reason why this item is not applicable to the institution. For example, "Not applicable, we do not advertise placement services."

It is not necessary to repeat the question, or list each response on a separate page. However, each section should be separated with a divider labeled with the name of the section.

The applicable Education Code and regulations are cited for each section. It is important that you read the pertinent sections of the Regulations and Education Code before responding to the questions in the application.

BUREAU FOR PRIVATE POSTSECONDARY  
AND VOCATIONAL EDUCATION  
400 R Street Suite 5000  
Sacramento, CA 95814-

APPLICATION for approval to  
operate a degree-granting  
institution under §94900

OFFICE USE ONLY

Date Stamp

SAIL application #:

Application fee

Date

Processing fee

Date

School Code

PART A. CERTIFICATIONS

Section 1. APPLICATION AFFIDAVIT

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Please check applicable category:

☐

NEW APPLICATION

☐

CHANGE OF OWNERSHIP

☐

RE-APPROVAL

1.1 INSTITUTION

a.

Name

b.

Primary Administrative Location

City

State

Zip Code

c.

Mailing Address (if different)

City

State

Zip Code

d.

( )

( )

Telephone Number

FAX Number

e.

Main campus address

City

Zip Code

\_\_Branch \_\_Satellite

Address

City

Zip Code

\_\_Branch \_\_Satellite

Address

City

Zip Code

1.2 OWNERSHIP TYPE AND CORPORATION STATUS (Please check)

a. \_\_\_\_\_ Individually owned; sole proprietorship

b. \_\_\_\_\_ Partnership: \_\_\_\_\_ General \_\_\_\_\_ Limited

c. State where incorporated: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Profit Non-Profit: \_\_\_\_\_ Religious \_\_\_\_\_ Public Benefit \_\_\_\_\_

1.3 OWNER(S) ATTACH ADDITIONAL SHEET IF NECESSARY

Name

Driver's License Number

Street Address

City

State

Zip Code

( ) ( )

Telephone Number

FAX Number

Name

Driver's License Number

Street Address

City

State

Zip Code

( ) ( )

Telephone Number

FAX Number

1.4 INSTITUTION'S CONTACT PERSON

( )

Name/Title

Telephone Number

Address

City

Zip Code

1.5 AGENT FOR SERVICE OF PROCESS WITHIN CALIFORNIA

Name

Address

City

Zip Code

1.6A Name and address of other private postsecondary institutions currently operated by this owner:

1.6B Name of other private postsecondary institutions operated by this owner in the past seven years:

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1.6C If the person(s) in control of the institution or corporation are person(s) in control of private postsecondary institutions operating or offering postsecondary education in other states or countries, provide the: name(s) of the person(s) in control; name(s) of the institution; the state or country; and, name and address of the entity that grants approval and/or provides oversight for the private postsecondary institution. Attach a separate sheet labeled 1.6C.

1.7 Are there any legal or administrative actions pending against the institution, ownership, any of the owners, officers, administrators, or instructors, by any federal, state, or local law enforcement agency?

\_\_\_\_\_NO \_\_\_\_\_YES (If Yes, attach an explanation)

1.8A Has the institution, an owner, person in control, director, or officer of the institution been found in any criminal, civil, or administrative proceeding to have violated any law regarding the obtaining, maintenance, or disbursement of state or federal loan or grant funds, or any other law substantially related to the operation of the institution?

\_\_\_\_\_NO \_\_\_\_\_YES (If Yes, attach an explanation)

1.8B Does the institution, or an owner, person in control, director, officer, or institution have unpaid financial liabilities involving the improper acquisition, use, expenditure, or refund of state or federal financial aid funds?

\_\_\_\_\_NO \_\_\_\_\_YES (If Yes, attach an explanation)

1.8C Has the owner, person in control, director, or officer of the institution owned or served as a director or officer of an institution that is now closed?

\_\_\_\_\_NO \_\_\_\_\_YES (If Yes, attach an explanation)

1.8D Has the owner, person in control, director, or officer of the institution had the capacity, directly or indirectly, to direct or influence the management, policies, and conduct of an institution that is now closed?

\_\_\_\_\_NO \_\_\_\_\_YES (If Yes, attach an explanation)

1.8E Does the owner, person in control, director, or officer of the institution owe full refunds or compensation for actual damage to students resulting from the closure of an institution?

\_\_\_\_\_NO \_\_\_\_\_YES (If Yes, attach an explanation)



1.9 DECLARATION UNDER PENALTY OF PERJURY

The application must be signed by each owner, partner or member of the board. If the institution is incorporated, each owner of ten percent (10%) or more of the stock must sign. If the institution is incorporated and the stock is publicly traded through a stock exchange, the president or chief executive officer of the corporation must sign. If the applicant is a nonprofit corporation, each member of the governing body must sign.

"I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:"

a.

_____ Signature		_____ Date	
_____ Printed Name		_____ Title	
_____ Social Security Number (optional)		_____ Driver's License Number	
_____ Address			
_____ City		_____ State	_____ Zip Code
Owning _____% of Ownership	Member, Board of Directors_____	General Partner_____	

b.

_____ Signature		_____ Date	
_____ Printed Name		_____ Title	
_____ Social Security Number (optional)		_____ Drivers License Number	
_____ Address			
_____ City		_____ State	_____ Zip Code
Owning _____% of Ownership	Member, Board of Directors_____	General Partner_____	

Attach additional sheets if necessary

## PART II. Program Description

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### **Section 2. INSTITUTIONAL PURPOSE, MISSION AND OBJECTIVES**

Refer to CEC 94900(b)(1); CCR 71000, 71170, 71705

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#### **2.1 State the institution's purpose, mission, and objectives.**

This statement should include the degree programs, the specific academic focus, and clearly identify any unique aspects of either the faculty or method of instruction, such as distance learning, externships or internships, or instruction by correspondence.

- a. Include the broad expectations student will be expected to receive, the development of critical learning abilities, the way values are fostered for life-long learning;
- b. Relate the mission to the educational expectations of the institutions' students, faculty, and community;
- c. Include the measurable student learning outcomes which demonstrate achievement of goals;
- d. Relate to the purposes of why the institution was founded, its unique or special character, and its relationship to the community it serves.

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### **Section 3. GOVERNANCE AND ADMINISTRATION**

CEC 94710, 94900(b)(2); CCR §71000, 71140, 71150, 71160, 71240, 71725, 71730

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#### **3.1 Submit an organizational chart that:**

- a. shows the governance and administrative structure of the institution, the relationship between faculty and administrative positions;
- b. clearly identifies the positions of the Chief academic officer, the Chief executive officer, the Chief operating officer, and the name of the individual in each role.

#### **3.2 Submit a job description for each administrative role in the institution that includes the duties, responsibilities, and performance evaluation criteria for each administrator.**

#### **3.3 Submit the background qualifications, including both academic and professional experience, of the individual in each position detailed above.**

#### **3.4 Identify the role of the governing board (if applicable) or that of primary administrators in developing and implementing policies for the institution.**

#### **3.5 Identify how staff are selected, supervised, and evaluated, and who has that primary responsibility.**

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**Section 4. ETHICAL PRINCIPLES AND PRACTICES**

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Refer to CEC 94705, 94900(b)(13), 94800, 94831, 94802, 94385; CCR §71200, 71700, 71720, 71810

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- 4.1 Define and detail the process for establishing policies for the institution, including:
  - a. role of the governing body in policy development;
  - b. role of the primary administrative officers in implementing policies;
  - c. process for making policy information available to the campus community.
- 4.2 Submit the institution's policy and implementation process for monitoring compliance with the New Private Postsecondary and Vocational Education Reform Act of 1998.
- 4.3 Submit the institution's policy and the implementation process on ensuring academic freedoms.
- 4.4 Submit the institution's policy on student rights, the process for addressing student grievances, and the description of student rights under the Student Tuition Recovery Fund.
- 4.5 Submit the policy and implementation process for addressing access to information and treatment of students, staff, and faculty for sexual assault.
- 4.6 Submit current examples of advertising, with each form of media used, representing the institution and or its educational services.

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**Section 5. CURRICULUM AND INSTRUCTION FOR DEGREE, DIPLOMA AND CERTIFICATE PROGRAMS**

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Refer to CEC 94710, 94900, 94905, 94800, 94820, 94810, 94816 (a-c), 94854, 94859, 94860, 94866, 94865, 94867, 94868, 94869(d), 94871, 94872, 94873, 94875, 94802, 94802(a)(5); CCR §71000, 71210, 71220, 71230, 71710, 71715, 71830, 73880

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- 5.1 List all educational programs offered by the institution, degrees, diplomas, and certificates; include the full title of each with the specific major academic field. Section 16 is to be completed for all certificate and diploma program information.
- 5.2 Provide one example of a course outline that includes:
  - a. the course name and description; required text(s); sequence of instruction for the term; method of instruction; process for evaluation; anticipated student learning outcomes.
  - b. include a statement that each course for each degree and certificate/diploma program offered by the institution is based upon a course outline maintained on-site.
- 5.3 For institutions offering instruction through correspondence, include the time-frame and process for student interaction.

- 5.4 For institutions providing instruction in a language other than English, provide the following information:
- a. number of students grouped by language in which they are fluent;
  - b. language in which instruction will be offered;
  - c. the number of faculty who will teach each language group and their qualifications;
  - d. the language of the textbook and other written materials.
- 5.5 If the instruction is represented to lead to employment that requires licensure:
- a. Describe the educational requirements for licensure and how the instruction prepares students to satisfy those requirements and to prepare for the licensing examination.
  - b. Provide the exam passage rates for students who completed the course during the previous twelve months.
- 5.6 Complete the Instructional Hour Disclosure Form (Attachment Form 1) for each certificate/diploma program.
- 5.7 Institutions offering courses that are subject to Article 7 must provide the following:
- a. Describe the test(s) used to measure the student's ability to be successfully trained to perform the tasks associated with the occupations of job titles to which the course of instruction is represented to lead.
  - b. State the minimum score, if any, which the test's developer indicates a prospective student must achieve to demonstrate an ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the course is represented to lead.
  - c. State the minimum passing score used by the institution.
  - d. If the institution accepts a lower minimum passing score than is indicated by the test's developer, state an explanation of why the institution accepts a lower minimum passing score.
  - e. Institutions that offer instruction in English as a Second Language:
    1. If ESL instruction is part of the student's enrollment agreement to receive another educational service, please explain the enrollment requirements.
    2. If ESL instruction is offered before or at the same time instruction in other

educational services is being offered in the English language, specify and describe the test used to determine whether the student:

- 2a. has attained adequate proficiency in written and spoken English to comprehend instruction in English.
- 2b. can be successfully trained by English language instruction to perform the tasks associated with the occupations or job titles to which the educational service is represented to lead.
- 2c. has attained a level of proficiency in English reasonably equivalent to the level of English in which the licensure examination is offered.

f. Institutions Subject to Article 7 submit copies of the following:

- 1. Notice of Student Rights, §94866.
- 2. Notice of Cancellation, §94867 and §94868.
- 3. Notice of Refund, §94869(d).
- 4. Refund tables displaying the amount of refund at 10%, 25%, 50%, 60% and 75% for all courses, §94859(a)(6).
- 5. Completion and placement data for each course, and information that substantiates these claims §94859(a)(2)(A)&(B); or if course has been offered for less than a year, the statement in 94859(a)(3).
- 6. Instruments evidencing indebtedness, §94859(a)(5).
- 7. Information to substantiate any salary claims, §94859(a)(2)(D)
- 8. Information about licensure and exam passing rates, 94859(a)(2)(E).
- 9. Disclosure statement of state-established class requirements for licensure, and if the course differs from those requirements, §94860.
- 10. Information about repayment and default of student loans, §94859(a)(5)(A),(B).
- 11. Statement that the institution has filed bankruptcy, §94859(a)(5)(D).

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**Section 6. ADMISSION STANDARDS**

Refer to CEC 94900(a)(7); CCR §71000, 71770, 71850, 71865, 71890

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- 6.1 Describe the institution's admission policy for each level of degree, certificate, and diploma offered.
- 6.2 For institutions not requiring high school graduation for enrollment in an undergraduate program or an earned degree for admission to a graduate program, include the institution's policy for establishing equivalent requirements.
- 6.3 For institutions offering a degree leading the state licensure where the licensing agency does not require that members of the profession possess a bachelor's degree or its equivalent, provide verification of the licensing requirement and state the degree title(s) affected.
- 6.4 Specify the maximum credit the institution will accept in transfer from another institution for each level of degree program.
- 6.5 Detail general education requirements for each undergraduate program.
- 6.6 Provide the institution's policy on transfer, to include:
  - a. the process for evaluation;
  - b. the process establishing equivalency for the course(s) for which the transfer work substitutes;
  - c. the administrative position responsible for transfer evaluation;
  - d. the process for monitoring the transfer evaluation.
- 6.7 For institutions offering undergraduate level programs, provide the institution's policy on:
  - a. determining courses constituting general education;
  - b. the process for establishing equivalency for transfer credit used to satisfy general education requirements.
- 6.8 For institutions allowing credit for prior experiential learning:
  - a. state the maximum number of units for prior learning accepted for each level of degree program;
  - b. the institution policy statements for qualifying the experience is equivalent to college

level education, the verification of a balance between theory and practice and the process for determining course equivalencies;

- c. the process faculty use for prior learning documentation, documents required in the verification process, the administrator assigned faculty review responsibility, and the process used for periodic review.

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**Section 7. SCHOLASTIC REGULATIONS AND GRADUATION REQUIREMENTS**

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Refer to CEC 94900(a)(7), 94800, 94831; CCR §71000, 71020, 71210, 71300, 71775, 71850, 71855, 71860, 71870, 71875, 71880, 71885

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- 7.1 State the graduation requirements for each level of degree, certificate and diploma program including the following:
  - a. specific number of units to be completed;
  - b. whether the units satisfy semester or quarter contact-hour requirements;
  - c. the number of general education units required, if applicable;
  - d. if a degree can be completed in a much shorter time frame than is designated in regulation or requires appreciably longer, provide an explanation.
- 7.2 For institutions awarding a degree in a program leading to state licensure: if the licensing agency has requirements to be satisfied in lieu of those generally required, provide documentation of the requirements.
- 7.3 State the institution's policy relating to student attendance, academic progress and performance.
- 7.4 Provide the institution's policy statement on:
  - a. the evaluation and assessment used for measurement of student academic progress in developing critical thinking and analytical skills;
  - b. maintenance of records documenting student academic progress;
  - c. verification of student skill acquisitions through student work products, such as tests, written projects, theses and dissertations.
- 7.5 For institutions offering the Doctor of Philosophy, provide:
  - a. verification of acquisition of skills in research methodology and original research is required;
  - b. a statement of the instruction required in theory and research;
  - c. the process for establishing, monitoring, and evaluating doctoral dissertation committees.

7.6 Provide an example of the document awarded upon successful completion of the program.

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**Section 8. FACULTY WITH QUALIFICATIONS**

Refer to CEC 94900(a)(2); CCR §71000, 71250, 71720

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8.1 Provide the following information for each full-time and part-time faculty member:

- a. name, educational background including earned degrees, the names of the institutions awarding degrees, and the dates the degrees were conferred;
- b. fields of specialization; teaching, research, and administrative experience;
- c. teaching assignments for the current year, other duties assigned for the current year.

8.2 For any individual identified above who does NOT possess a degree from a Bureau-approved or regionally accredited institution of higher learning at least equivalent to the level of instruction being provided, a license of authorization issued by the state, or a credential generally recognized in the field of instruction, provide detail on the process used by the institution to determine this individual is qualified to instruct. If the individual has a certificate of authorization, please provide certification number and date of issue.

8.3 State the institutional policy for:

- a. faculty participation in development of curricula, academic planning, and enforcement of standards of academic quality;
- b. involvement in accomplishing mission, purpose and goals of the institution;
- c. award of the degree in which the faculty member was involved;
- d. establishment of the criteria for contracting with new faculty and evaluation of faculty credentials.

8.4 Provide the following information to verify sufficient faculty are employed to provide instruction:

- a. the educational level and number of students enrolled in each degree program
- b. the number of hours needed for direct interaction between students and faculty per term;
- c. the number of hours faculty are required to spend on student evaluation;
- d. the number of group meetings per term;
- e. faculty duties required in administration;



- f. the number of hour per week considered full-time.

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**Section 9. PROCEDURES FOR KEEPING EDUCATIONAL RECORDS**

Refer to CEC 94900(b), 94828, 94829; CCR §71310, 71920, 71930

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- 9.1 Provide a description of how records required by the Reform Act will be maintained and organized, how the documents are stored, and the procedures in place for security and safekeeping.
- 9.2 Provide the institution's policy statement verifying all records required by the Reform Act will be maintained at the primary administrative location for a minimum period of five years, and all student transcript records will be retained for fifty years.
- 9.3 Provide the name, address, and phone number of the custodian of records, and the address and telephone number of the office where records will be maintained.
- 9.4 Include a statement of verification that the following documents are maintained for each enrolled student:
- a. written records and transcripts used in the admission decision; student profile information;
  - b. copies of all contracts of indebtedness and documents relating to financial aid;
  - c. records of all enrollments and evidence of academic progress at the institution;
  - d. student transcript;
  - e. copies of student work products.
- 9.5 State the process used to ensure accessibility and guarantees of security and confidentiality if records that are no longer current are stored on computer disk, microfilm, or other method of record storage.

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**Section 10. TUITION AND FEES SCHEDULE AND REFUND POLICY**

Refer to CEC 94800, CCR §71000, 71020, 71180, 71800, 71805, 71830

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- 10.1 Provide a schedule of:
- a. all student tuition charges by degree program;
  - b. an itemization of all fees charged for goods and services, equipment and supplies not included in tuition charges.
- 10.2 Complete the Student Protection Information, Attachment E and submit a copy of the enrollment agreement.
- 10.3 Institutions offering vocational diploma programs subject to Article 7 must submit an enrollment

agreement that complies with §94871.

- 10.3 For institutions providing instruction through distance learning or correspondence, state the refund and cancellation options available to students.

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**Section 11. PHYSICAL FACILITIES AND LIBRARY RESOURCES**

Refer to CEC 94900(a)(1); CCR 71260, 71270, 71735, 71740

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- 11.1 For each physical location included in the application, provide a description of the physical facilities, how they are used, and the equipment available for students.
- 11.2 Submit
- a. a diagram of all buildings at each location,
  - b. a map of the campus,
  - c. a map locating the campus relative to the geographic region.
- 11.3 Submit a copy of the lease or rental agreement for each physical facilities.
- 11.4 Provide verification that physical facilities are in compliance with health and safety and security requirements.
- 11.5 Describe the library facilities available to students.
- 11.6 Provide the institution's policy relating to:
- a. process for determining library resources are sufficient to meet student needs;
  - b. provision for student access to learning resources off-site, if necessary;
  - c. process for requiring student use of library facilities;
  - d. documentation that the institution provides student access to reference works, periodicals, monographs, media and equipment required for educational programs.
- 11.7 For an institution that relies on access to library resources not in its possession, state the process for:
- a. providing students and faculty with access to a professional librarian or information specialist for access to electronic retrieval of information;
  - b. assuring student access to library collections off-site.
-

**Section 12. STUDENT ACTIVITIES AND SERVICES**

Refer to CEC 94900(a)(b), 94947; CCR §71220, 71190, 71280

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- 12.1 Describe student activities and services, such as tutorial assistance, learning resources, assessment assistance, academic counseling, career planning, housing or placement services, including activities that assist the student in skill development or academic subject mastery.
- 12.2 For each activity or service listed above, describe the number of faculty required for the service and process of assessment.
- 12.3 For an institution offering state or federal financial aid programs, provide the following:
  - a. statement of policies, practices, disclosures;
  - b. the types of loans provided;
  - c. the process for ensuring compliance with state or federal regulations;
  - d. the process for documenting the names of students maintaining loans.
- 12.4 Describe the institution's financial assistance policies.
- 12.5 Provide copies of participation agreements for state and federal financial aid programs.

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**Section 13. INSTITUTIONAL FISCAL STABILITY**

Refer to CEC 94900(a)(1), 94804; CCR §71240, 71725, 71745, 71905

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- 13.1 Complete and submit the Balance Sheet, Attachment A.
- 13.2 Complete and submit the Income Statement for the prior fiscal year, Attachment B.
- 13.3 Complete and submit the Revenues and Expenditures information including revenues and expenditures for the two prior fiscal years, for the current year, and budget projections for the next two years, Attachment C.
- 13.4 Provide a statement of confirmation that the following situations have NOT occurred. Explain any exceptions.
  - a. the institution has had operating losses in the two most recent years;
  - b. the institution had a ratio of current assets or current liabilities of less than 1.25 to 1;
  - c. under a fund accounting system, the institution's unrestricted or operating fund has sustained materials deficits for the two most recent fiscal years;
  - d. the institution operates out of compliance with Bureau requirements for maintaining sufficient funds to cover operating expenses.

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**Section 14. SCHOOL CATALOG**

Refer to CEC 94900(a)(1), 94814, 94802; CCR §71290, 71810

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- 14.1 Enclose the institution's current catalog.
- 14.2 Complete and attach the catalog certification form provided as Attachment D.

### **NEW INSTITUTIONS ONLY**

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**Section 15. OPERATIONAL PLAN**

Refer to CEC 94774, 94778; CCR §71330, 71905

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The following information must be submitted for any institution seeking degree-granting approval who has not operated under provision of CEC §94900 in the State of California.

- 15.1 Provide a calendar TIME LINE to include:
  - a. When operation for your institution will begin.
  - b. Anticipated date for State review of your operation
  - c. Anticipated enrollment date of students
- 15.2 Provide a TIME LINE and PROCESS for:
  - a. Establishing fiscal operations for the institution
  - b. Marketing the institution to student population
  - c. Establishing outcome objectives and monitoring process
  - d. Introducing curriculum and instructional methodology
  - e. Establishing and implementing administrative structure
  - f. Recruiting and employing faculty.
- 15.3 Detail anticipated operational accomplishment for Year 1, Year 2, and Year 3.
- 15.4 For each degree program, submit a three year enrollment projection.
- 15.5 For each degree program, detail the outline for adding faculty for the first three year period.
- 15.6 If additional physical facilities are anticipated, provide detail of physical plant expansion within first three years.

## CATALOG DISCLOSURE - STRF ATTACHMENT F

The following text is suggested text or you may develop your own.

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427.

## STUDENT PROTECTION INFORMATION - §94800 ATTACHMENT E

### ENROLLMENT AGREEMENT OR CONTRACT FORM

Each institution must provide students with an "Enrollment Agreement or Contract" as described in §94810. Read the statute to make certain that your agreement complies with the statute. Find each required item below and mark the number on your document.

If your document has any information that goes above and beyond what is required by statute, use a yellow marker to highlight those statements. On a separate sheet, explain why this additional information has been included on the form.

#### Required items:

1. The exact statement:  
  
"Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education, Sacramento, California 95814."
2. Total amount that the student is obligated to pay.
3. List of charges and deposits that are nonrefundable and labeled as required.
4. Written statement certifying the institution has met all disclosure requirements.
5. Signature of a representative of the institution certifying the statement in #4.
6. Name and address of the school.
7. Address where instruction will be provided.
8. Name of course.
9. Description of course.
10. Total number of classes, class hours, or lessons required to complete the course.
11. A statement that the contract is legally binding when signed and accepted.
12. The caption, "BUYER'S RIGHT TO CANCEL."
13. Explanation of the student's right to cancel.
14. Title and address of school official to whom cancellation notice should be delivered.

15. Statement of the refund policy.
16. The exact statement:  
My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.
17. Student's signature.

### CURRENT SCHEDULE OF CHARGES FORM

Each institution must provide students with a current schedule of charges as described in §94825. Read the statute to make certain that your schedule of charges complies with the statute. Find each required item below and mark the number on your document.

If your document has any information that goes beyond what is required by statute, use a yellow marker to highlight those statements. On a separate sheet, explain why this additional information has been included on the form.

#### Required items:

For items #1 to 8, write N/C if there are no charges.

1. Tuition and fees
2. Equipment costs
3. Housing
4. Transportation
5. Books
6. Supplies and materials
7. Shop & studio fees
8. Other expenses
9. Statement of purpose for charges
10. Indication of which charges are mandatory and which are optional
11. Indication of which charges are non-refundable
12. Statement of cancellation policies

13. Example of application of the cancellation policy.
14. Statement of refund policies
15. Example of application of the refund policy.
16. A statement advising students that any notification of withdrawal or cancellation must be made in writing.

### SCHOOL PERFORMANCE FACT SHEET

Each institution preparing students for a particular vocation must provide students with a "school performance fact sheet" as described in §94816 (a-c). Read the statute to make certain that your fact sheet is in compliance. Find each required item below and mark the number on your document.

If your document has any information that goes beyond what is required by statute, use a yellow marker to highlight those statements. On a separate sheet, explain why this additional information has been included on the form.

#### Required items:

1. The number of students who begin the institution's program and successfully complete the entire program.
2. The percentage of students who begin the institution's program and successfully complete the entire program.
3. Passage rate of graduates on any licensure or certificate exam.
4. The number of students who begin the program and secure employment in the field for which they were trained.
5. The percentage of students who begin the program and secure employment in the field for which they were trained.
6. The average annual starting wage or salary of graduates of the institution's program.



## BALANCE SHEET - ATTACHMENT A

**SCHOOL NAME:**

---

**BUSINESS NAME:**

---

**BUSINESS TYPE:**

---

**PERIOD ENDING:**

---

**CURRENT ASSETS:**

Cash and Cash Equivalents

---

Investments

---

Accounts Receivable

---

Other Receivable

---

Inventory

---

Prepaid Expenses

---

**TOTAL CURRENT ASSETS**

---

**FIXED ASSETS:**

Capitalized Leases

---

Library Books

---

Furniture & Equipment

---

Leasehold Improvements

---

Building and Land

---

**TOTAL FIXED ASSETS**

---

**OTHER ASSETS:**

Investments

---

Patents, Copyrights, etc.

---

Covenant Not To Compete

---

Goodwill

---

**TOTAL OTHER ASSETS**

---

**TOTAL ASSETS**

---

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**BALANCE SHEET - ATTACHMENT A**

(CONTINUED)

SCHOOL NAME:

\_\_\_\_\_

BUSINESS NAME:

\_\_\_\_\_

BUSINESS TYPE:

\_\_\_\_\_

PERIOD ENDING:

\_\_\_\_\_

**CURRENT LIABILITIES:**

Accounts Payable

\_\_\_\_\_

Accrued Liabilities

\_\_\_\_\_

Accrued Taxes Payable

\_\_\_\_\_

Unearned Tuition (Current)

\_\_\_\_\_

Capitalized Leases (Current)

\_\_\_\_\_

Notes Payable (Current)

\_\_\_\_\_

**TOTAL CURRENT LIABILITIES**

\_\_\_\_\_

**LONG TERM LIABILITIES:**

Unearned Tuition

\_\_\_\_\_

Capitalized Leases

\_\_\_\_\_

Notes Payable

\_\_\_\_\_

**TOTAL LONG TERM LIABILITIES**

\_\_\_\_\_

**STOCKHOLDER'S EQUITY:**

Common Stock

\_\_\_\_\_

Retained Earnings

\_\_\_\_\_

**TOTAL LIABILITIES & STOCKHOLDER'S  
EQUITY**

=====

.....FUND ACCOUNTING SYSTEM.....

**FUND BALANCE**

\_\_\_\_\_

## INCOME STATEMENT - ATTACHMENT B

**SCHOOL NAME:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS TYPE:** \_\_\_\_\_

**FISCAL YEAR ENDING:** \_\_\_\_\_

### INCOME

Tuition and Fees \_\_\_\_\_

Merchandise-Gross Profit \_\_\_\_\_

Government Grants & Contracts \_\_\_\_\_

Private Gifts \_\_\_\_\_

Investment Income \_\_\_\_\_

### TOTAL INCOME

### EXPENSES

Instructional Salaries - Direct \_\_\_\_\_

Instructional Expenses - Direct \_\_\_\_\_

Instructional Salaries - Indirect \_\_\_\_\_

Instructional Expenses - Indirect \_\_\_\_\_

Merchandise Expense \_\_\_\_\_

Administrative Expense \_\_\_\_\_

Auxiliary Expense \_\_\_\_\_

Operation and Plant Maintenance \_\_\_\_\_

### TOTAL EXPENSE

### NET INCOME OR LOSS

..... FUND ACCOUNTING SYSTEM.....

Excess/Deficit Revenues to Expenditures \_\_\_\_\_

Beginning Balance \_\_\_\_\_

Prior Year Adjustment \_\_\_\_\_

Adjusted Beginning Balance \_\_\_\_\_

Ending Balance \_\_\_\_\_

## INSTRUCTIONS & DEFINITIONS - ATTACHMENT B

<b>Instructions</b>	The fiscal data for this report should come from the institution's prior fiscal year income statement prepared by an independent public accountant in accordance with Title 5 Regulations, Section 71905.
<b>School Name</b>	The name used by the institution on publications, enrollment agreements, etc.
<b>Business Name</b>	Corporation or limited partnership titles that are used on financial statements.
<b>Business Type</b>	Non-profit, profit, S corporation, sole proprietorship, limited partnership, non-profit public benefit and religious.
<b>Period Ending</b>	The institution's fiscal year end date which includes the month, day, and year.
<b>Income</b>	Report income from the performance of services or the delivery of goods by source.
<b>Tuition &amp; Fees</b>	Tuition, fees and charges earned from authorized students. (On the accrual basis earned income will not equal collections).
<b>Merchandise-Gross Profit</b>	Income received from the sales of merchandise to students net of their cost.
<b>Auxiliary Enterprise</b>	Income received from institutional operations that are essentially self-supporting. They exist to furnish a service to students, faculty or staff. The fee is directly related, although not necessarily equal to the cost of service.
<b>Govt Grants &amp; Contracts</b>	Unrestricted income received from federal, state, or local government grants that is paid directly to the business.
<b>Private Gifts, Grants &amp; Contracts</b>	Unrestricted income received from the private sector.
<b>Investment Income</b>	The portion of income available for use by the institution from interest and dividends.
<b>Other Income</b>	The portion of income available for use by the institution from the sale of assets and other transactions that are not in the normal course of business.
<b>Expenses</b>	Expenses incurred in the production of income.

### **Instructional Salaries - Direct:**

Includes salary, benefits, and payroll tax expenditures for positions that are related to a formally organized and/or separately budgeted instructional activities (academic and vocational) that are: (1) carried out during the academic year (as defined by the institution) and (2) are offered toward the diploma or degree as part of a formal postsecondary education degree or certificate program. Open university, short courses, home study, and distant learning activities fall within this classification. However, this account does not include instructional offerings that are below postsecondary education, such as adult basic education, remedial and English As A Second Language (ESL). Faculty, instructional coordinator, part-time faculty, substitute instructor, teaching assistant and similar positions are examples of instructional salaries direct. Also include department chair or academic dean or that portion of another position designated to carry out that function.

**Instructional Expenses - Direct:**

Includes non-salary instructional salary expenses for support of instruction (e.g. teaching supplies and materials, computer software and instructional equipment.)

**Instructional Salaries - Indirect:**

Includes salaries, benefits, and payroll taxes expenditures for positions that support instruction. This would include non-instruction positions in such areas as preparatory or remedial education, ESL, tutorial services, libraries, media services, instructional development, student services and admissions, student records, social and cultural development, counseling and career guidance, financial aid administration, and student health services and similar functions. Counselors, librarians, tutor, instructional developer, and proctor and similar positions are examples on non-instructional salaries - indirect.

**Instructional Expenses - Indirect:**

Non-salary expenses for the support of instruction. For example expenditures for the acquisitions of library materials including all print material, microfilm, microfiche, audio-visual materials such as records and films, and MIS, and other non-instructional equipment, supplies and materials.

**Merchandise Expense:**

Include all expenses and salary incurred in the sale of merchandise.

**Administrative Salaries:**

Includes all administrative and support staff salaries, benefits, and payroll tax expenditures for positions that support administrative services that are not directly or indirectly related to instruction such as personnel, accounting, budgeting, purchasing, institutional research and planning, advertising, and public relations, and plant operation and maintenance. Examples of such positions are presidents, vice-presidents, business officer, controller, accountants, data processing staff, receptionist, secretary, clerical, maintenance worker, gardeners, and custodians.

**Administrative Expense:**

Non-salary expenses administrative expenses (e.g. office and maintenance equipment, supplies and materials).

**Auxiliary Expense:**

Include all expenses and salaries that relate to auxiliary operations.

**Operation and Maintenance of Plant:**

Expenditures for depreciation, dues and membership, insurance, legal and audit expenses, personal and consultant services, postage, rent, leases, repairs, travel and conference, utilities and housekeeping.

## ATTACHMENT C

[illegible]

## CATALOG CERTIFICATION - ATTACHMENT D

School Name \_\_\_\_\_

School Code \_\_\_\_\_

Each institution must provide to students and other interested person, prior to enrollment, a catalog or brochure containing at a minimum the following information: [Education Codes §94814 & §94859]

Instructions: For each item, indicate the page number where the information is printed in the catalog. Attach this form to the catalog.

### CATALOG REQUIREMENTS

1. A description of the instruction provided under each course offered by the institution. 1. \_\_\_\_\_
2. The number of credit or clock hours of instruction or training per unit or units required for completion of the educational degree, certificate or diploma program. Delineate type of instruction i.e., lecture, lab, practicum. 2. \_\_\_\_\_
3. The occupations, if any, to which the course is represented to lead. 3. \_\_\_\_\_
4. A description of the faculty, and their qualifications. 4. \_\_\_\_\_
5. The attendance, dropout, and leave-of-absence policies. 5. \_\_\_\_\_
6. The grading policy, rules of operation and conduct. 6. \_\_\_\_\_
7. The schedule of tuition, fees, and all other charges and expenses necessary for the term of instruction and the completion of the course of study, including the cost of equipment. 7. \_\_\_\_\_
8. If the student signs an agreement for the entire program, the tuition and all other fees for the total costs of the program must be detailed. 8. \_\_\_\_\_
9. The cancellation and refund policies and rights. 9. \_\_\_\_\_
10. A description of the student's rights under the Student Tuition Recovery Fund established pursuant to §94944. Refer to Catalog Disclosure, Attachment F. 10. \_\_\_\_\_
11. For institutions which participate in federal and state financial aid programs, all consumer information which the institution is required to disclose to the student. 11. \_\_\_\_\_
12. Institutions offering vocational diploma programs, a student complaint procedure that complies with the provisions of §73770 of the regulations. 12. \_\_\_\_\_
13. All other material facts concerning the institution and the program or course of instruction which are reasonably likely to affect the decision of the student to enroll, as prescribed by rules and regulations adopted by the Bureau. State the fact(s) disclosed: 13. \_\_\_\_\_
14. New policies or procedures implemented by the Bureau prior to the issuance of the annually updated catalog. 14. \_\_\_\_\_
15. Specific beginning and ending dates defining the time period covered by the catalog. 15. \_\_\_\_\_
16. Statement of mission, purpose and objectives underlying each of its educational programs. 16. \_\_\_\_\_

17. Admission policy. 17. \_\_\_\_\_
18. If admitting students from foreign countries: English language services, including instruction, are provided and if so, the nature of the service and its cost. 18. \_\_\_\_\_
19. Visa services or whether the institution will vouch for student status, and any associated charges. 19. \_\_\_\_\_
20. Level of English proficiency required and type of documentation attesting to that proficiency such as TOEFL or CASAS. 20. \_\_\_\_\_
21. Instruction offered in a language other English and if so, the level proficiency required and the kind of documentation of proficiency (United States Foreign Service Language Rating System). 21. \_\_\_\_\_
22. If student enrolls by the semester or quarter, the catalog shall include: the tuition per unit of credit, the units required per semester or quarter, the number of units required for the degree, a listing of all fees required to be paid and a description of how and when fees are to be paid. 22. \_\_\_\_\_
23. Policies and procedures for the awarding of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal and all charges that a student may be required to pay. 23. \_\_\_\_\_
24. Policies and procedures regarding the acceptance of units of credit earned by the student at other institutions or through challenge examinations and standardized tests. 24. \_\_\_\_\_
25. Curriculum for each educational program offered. 25. \_\_\_\_\_
26. Standards for student achievement. 26. \_\_\_\_\_
27. Description of library and other learning resources and the procedures for student access to these resources. 27. \_\_\_\_\_
28. Description of practices which are designed to foster student interaction for learning purposes, including practices for convening study groups. 28. \_\_\_\_\_
29. If offering correspondence: approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. 29. \_\_\_\_\_
30. Description of all student services. 30. \_\_\_\_\_
31. If representing that it provides employment placement services, including contacts with potential employers, a statement detailing the nature and extent of the placement services and indicating when these services would be available to the student. 31. \_\_\_\_\_
32. Housing information including all of the following: whether the institution has dormitory facilities under its control; the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and if the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "nonresidential" does not satisfy this requirement. 32. \_\_\_\_\_
33. Policies on student rights, including the procedure for addressing student grievances. 33. \_\_\_\_\_